PTOS 6.0

PTOS Documentation

Volume 1

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PTOS New Features Guide_Revision 2_7/18/14

Patterson PTOS
1201 Althoff Dr.
Effingham, IL 62401
Technical Support 800.824.4305
Technical Support Fax 651.348.3498

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Use a Template Group to make it easier to locate an existing template when creating Notes for a patient. Group templates together by therapist, by injury area or any desired criteria. 34
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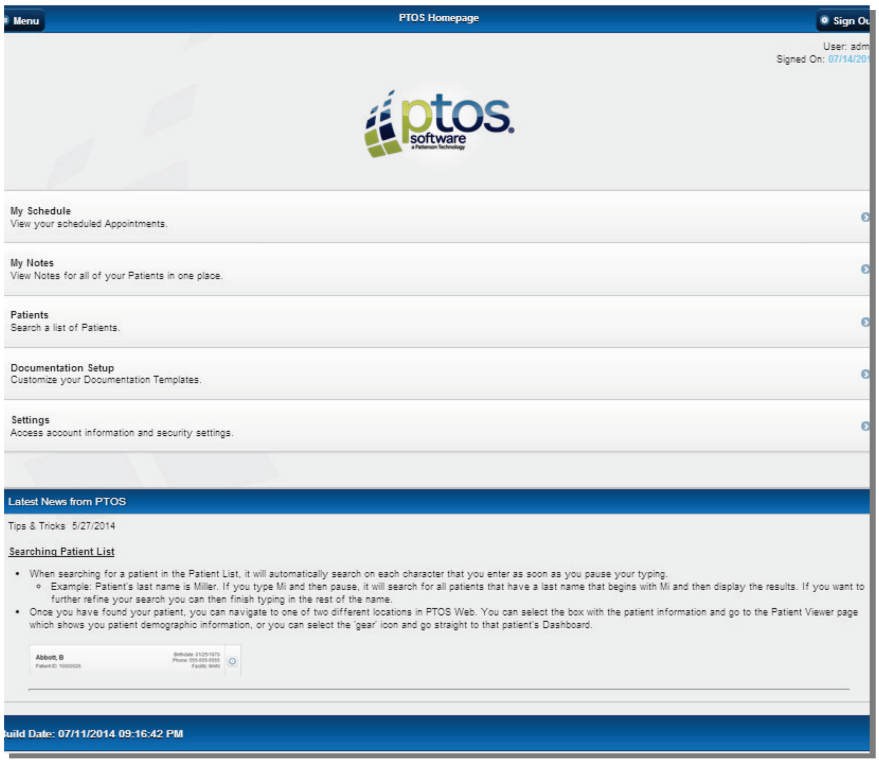
PTOS 6.0

PTOS Documentation

Access your Documentation from any Internet enabled computer or mobile device. The following is an overview of PTOS 6.0 web-based Documentation.


Menu
PTOS Homepage
Sign Ou
User: adm
Signed On: 07/14/201
My Schedule
View your scheduled Appointments.
My Notes
View Notes for all of your Patients in one place.
Patients
Search a list of Patients.
Documentation Setup
Customize your Documentation Templates.
Settings
Access account information and security settings.
Latest News from PTOS
Tips & Tricks 5/27/2014
Searching Patient List
When searching for a patient in the Patient List, it will automatically search on each character that you enter as soon as you pause your typing.
Example: Patient's last name is Miller. If you type Mi and then pause, it will search for all patients that have a last name that begins with Mi and then display the results. If you want to further refine your search you can then finish typing in the rest of the name.
Once you have found your patient, you can navigate to one of two different locations in PTOS Web. You can select the box with the patient information and go to the Patient Viewer page which shows you patient demographic information, or you can select the 'gear' icon and go straight to that patient's Dashboard.
Abbott, B
uild Date: 07/11/2014 09:16:42 PM

My Schedule – Access your Schedule to instantly see your patients for the day.

My Notes – Manage all your open Notes to quickly close out your day.

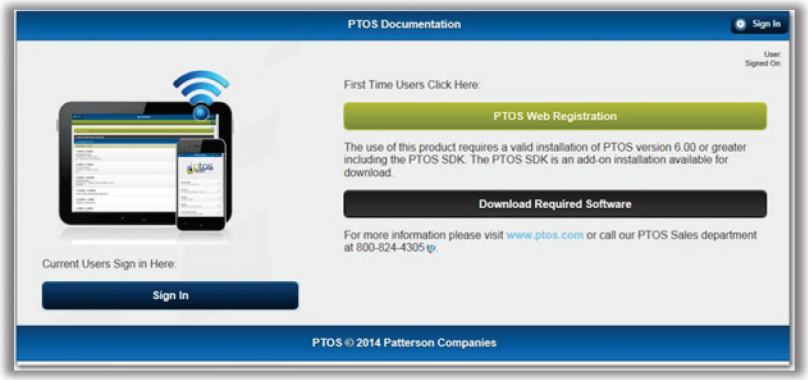
Patients – Search a list of Patients.

Documentation Setup – Customize your Documentation Templates.

Settings – Store your Account information and select security settings.

Latest News from PTOS – Review the news feed for more information on tips on best practices, update schedules and more.

Signing In


PTOS Documentation
Sign In
First Time Users Click Here:
PTOS Web Registration
The use of this product requires a valid installation of PTOS version 6.00 or greater including the PTOS SDK. The PTOS SDK is an add-on installation available for download.
Download Required Software
For more information please visit www.ptos.com or call our PTOS Sales department at 800-824-4305.
Current Users Sign in Here:
Sign In
PTOS © 2014 Patterson Companies

Once you have registered (see the PTOS Documentation Registration Guide) and created your **PTOS** user name and password, go to www.ptosweb.com and select **Sign In**. The Sign In screen will appear for you to enter your user name and password.

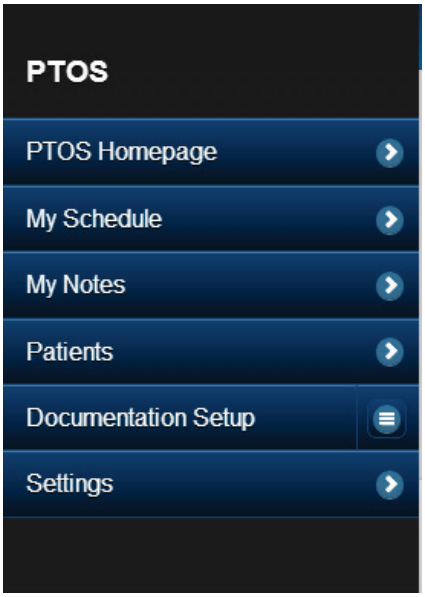
Signing Out

To protect your crucial patient data and to minimize downtime, always use the **Sign Out** button when closing out your PTOS Documentation session. Failing to sign out correctly may result in:

- **No Access** - Since the system does not recognize that you have logged out, it won't let you back in until the time-out process has completed. This could take up to an hour.
- **Exceeding Maximum Number of Users** - PTOS counts the number of users that you have signed into Documentation. Closing the browser instead of signing out means you are still counted as a signed-in user which can limit the number of people able to access the system.

Menu

The PTOS menu is available from every screen within PTOS Documentation. You can navigate to all main areas of PTOS Documentation from here without having to return to the **Homepage**. Select the **Menu** button to launch the main menu. Select each subcategory to launch additional menu options.

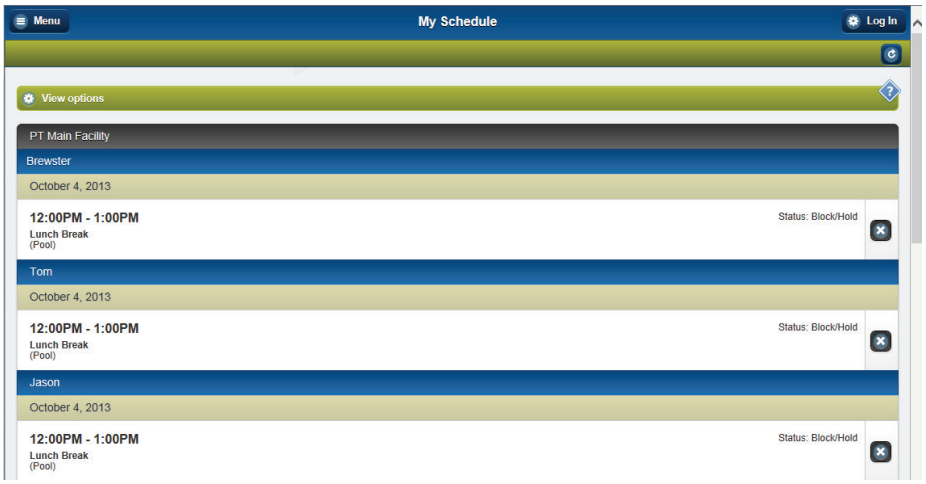


Go directly to that page.

Open additional submenus.

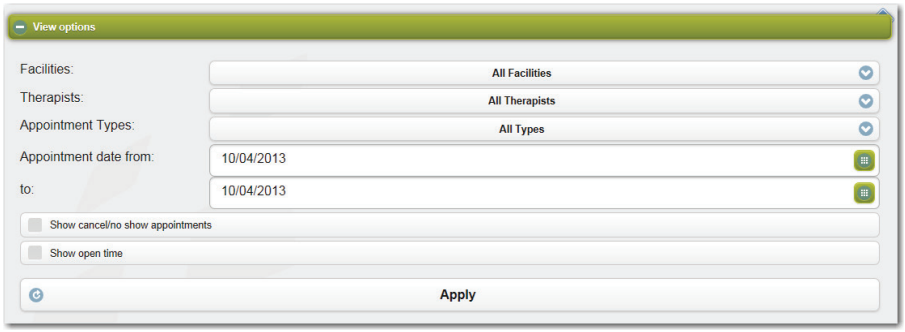
Return to previous menu.

My Schedule



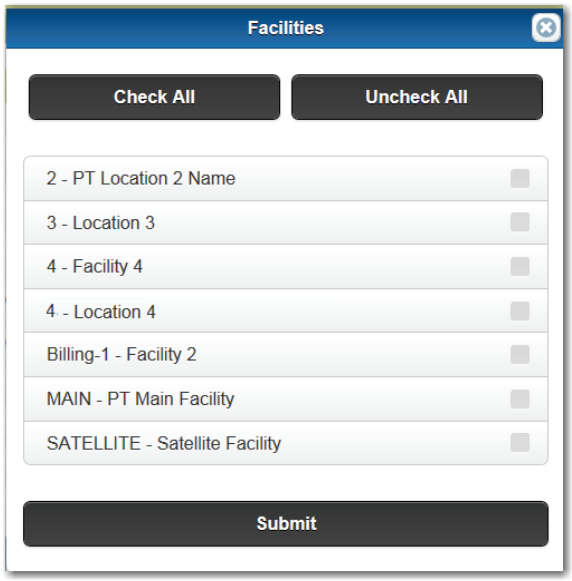
Select **My Schedule** to view a list of your scheduled appointments for the day. Select **View Options** to customize your display.

View Options



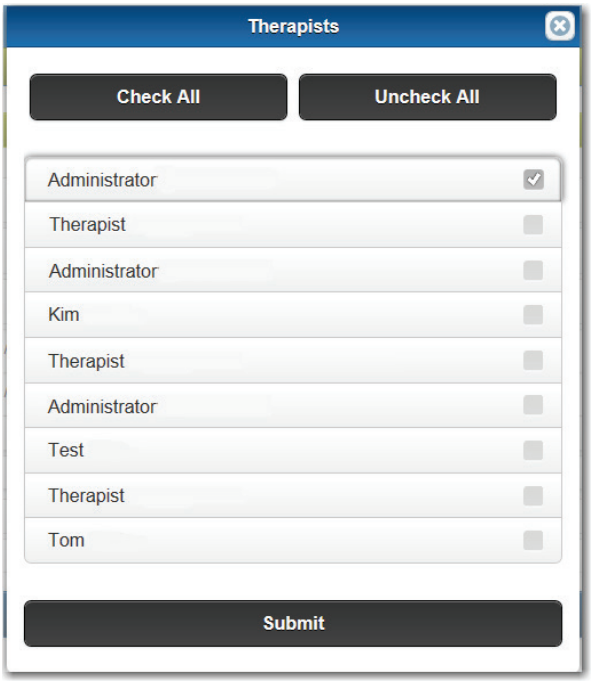
In the **View Options**, select the drop-down arrow to open each option. Select from the following options:

Facilities



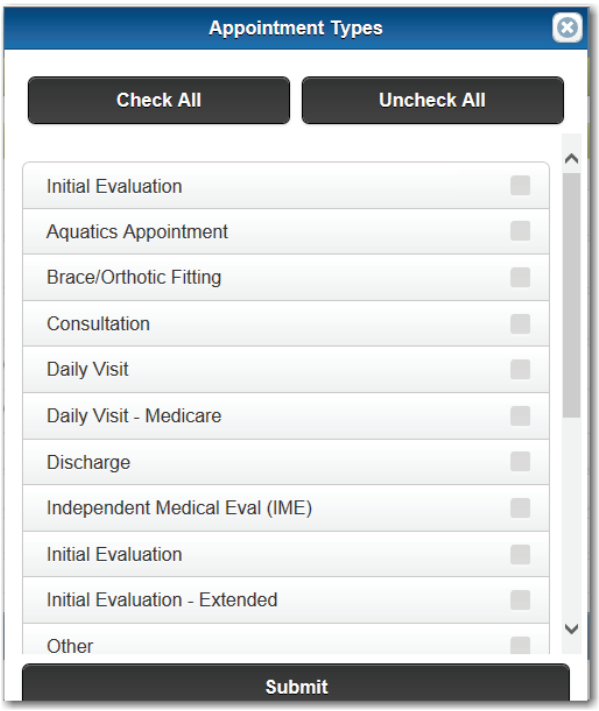
In the **Facilities**, select the checkbox to filter your schedule by location.

Therapists



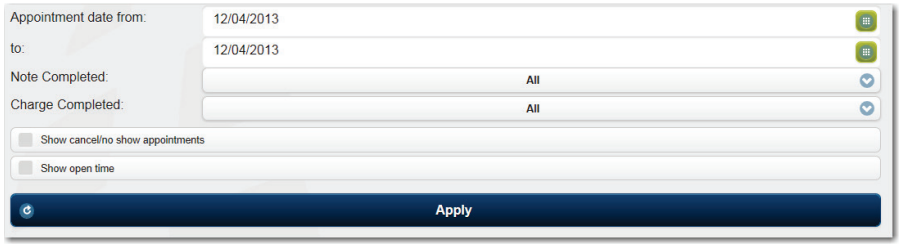
In **Therapists**, select the checkbox to filter your schedule by therapist. Multiple options can be selected.

Appointment Types



In **All Types**, select the **Appointment Types** to filter your schedule by type. Multiple options can be selected.

Show Cancel/No Show Appointments



In the **Appointment date from** area, enter a 'from' and 'to' date to filter your schedule by a specific seven day date range.

Select the checkboxes to **Show cancel/no show appointments** if you wish to include them in your schedule. Select **Apply**.

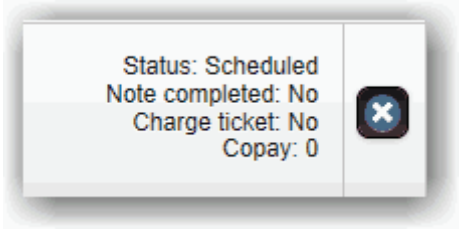
Show Open Time

Select the **Show Open Time** checkbox to include the unscheduled times on your schedule.

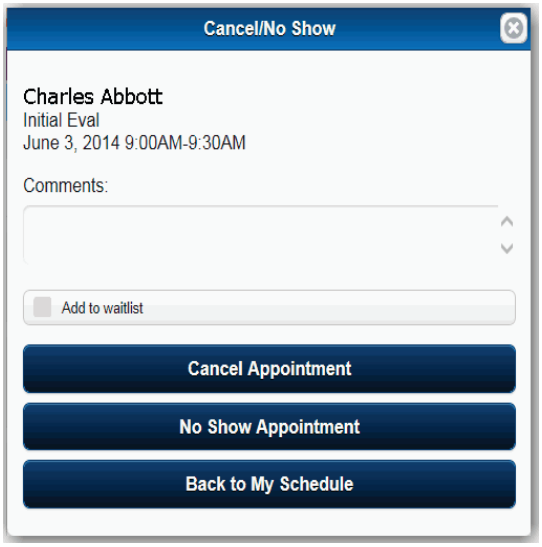
Select **Apply** to save your changes.

Cancelling an Appointment from My Schedule

In the available list of appointments, select the X to cancel or no show the appointment.

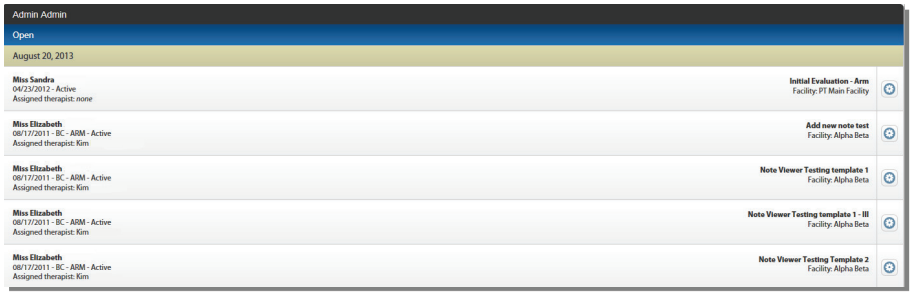


The following will appear.



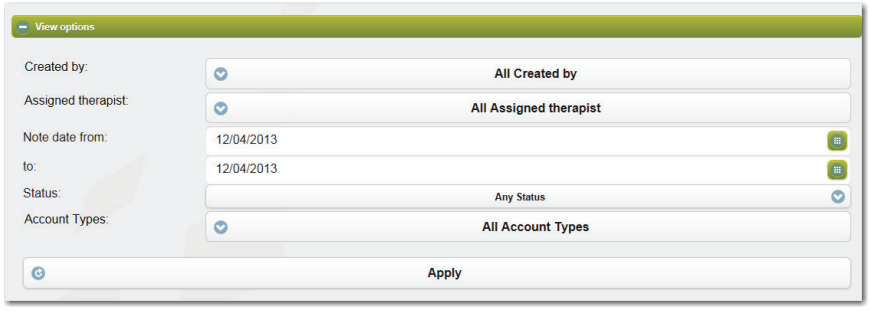
Enter comments in the open field. Select **Add to waitlist** to place this appointment on the Scheduler waitlist. Use the remaining buttons to **Cancel Appointment**, **No Show Appointment** and return **Back to My Schedule**. This information will be visible in PTOS Scheduling once your schedule is refreshed.

My Notes



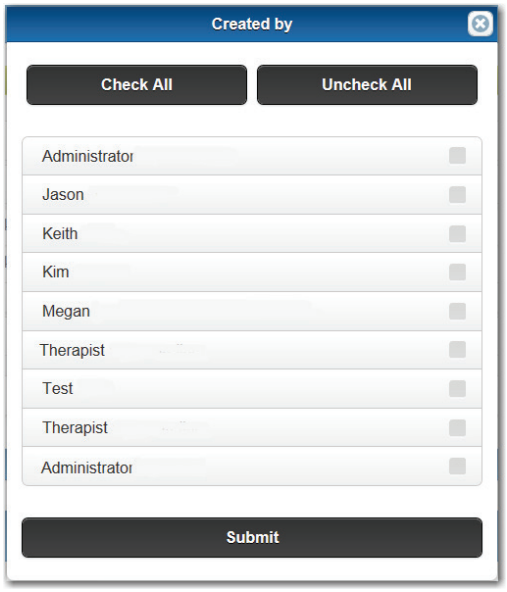
Select **My Notes** to view your notes. Use this area to view open and closed Notes.

View Options



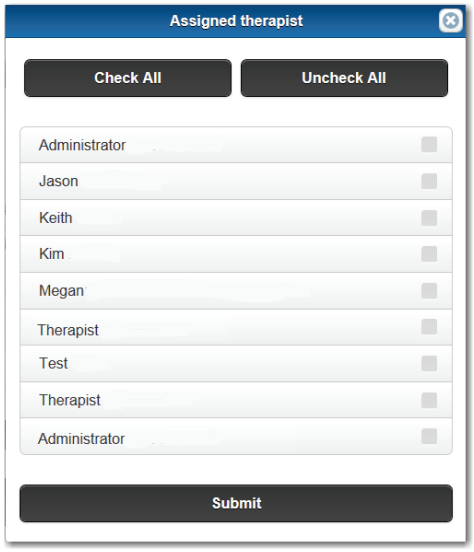
The following is a breakdown of the View Options.

Created By



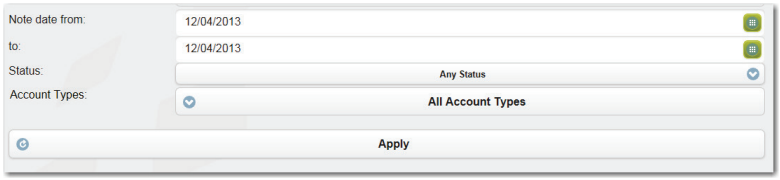
Select the checkbox for the available user or use the **Check All** and **Uncheck All** buttons to select the creator. Select **Submit**.

Assigned therapist



Select the checkbox for the available user or use the **Check All** and **Uncheck All** buttons to select the therapist. Select **Submit**.

Note Dates and Statuses



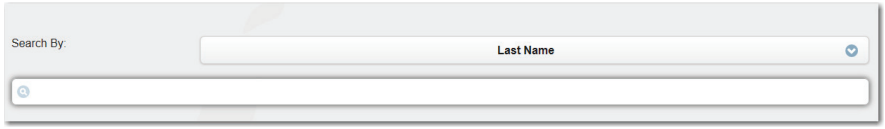
Use the available fields to record the Dates, **Status** and **Account Types**. Select **Apply** to display.

Select a Note to view the details. If you wish to go to the dashboard for any patient in the list of Notes, select the wheel on the far right side to go to the patient dashboard.

Patients

To search for Patients, select the Patients from the main screen.

The Search field will search on each letter entered.

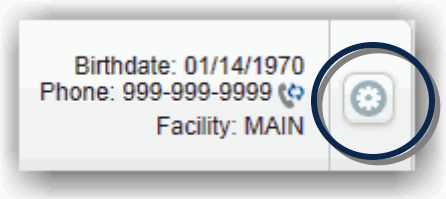


In the **Search By** field, use the drop-down menu to select from the following options:

- **Last Name**
- **First Name**
- **Patient ID**
- **Phone**
- **Facility ID**

Select the search field and enter the desired criteria for your search. Select **Enter** on your keyboard to search.

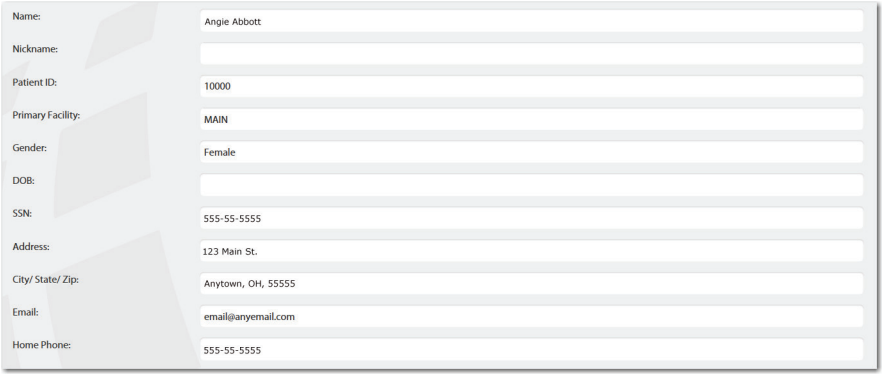
Use the wheel button to go to the **Patient Dashboard**.



Select the Patient name to open the **Patient Viewer**.

Patient Viewer

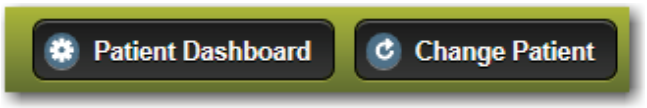
The **Patient Viewer** is the section in Documentation that gives you all of the information that you need from **Patient Editor** in PTOS billing. This area is read only and allows you the ability to see all of this information without accessing the PTOS Billing module.



Select a Patient from the **Patient List** to open them in the **Patient Viewer**.

In here, you can view patient information using the tabs:

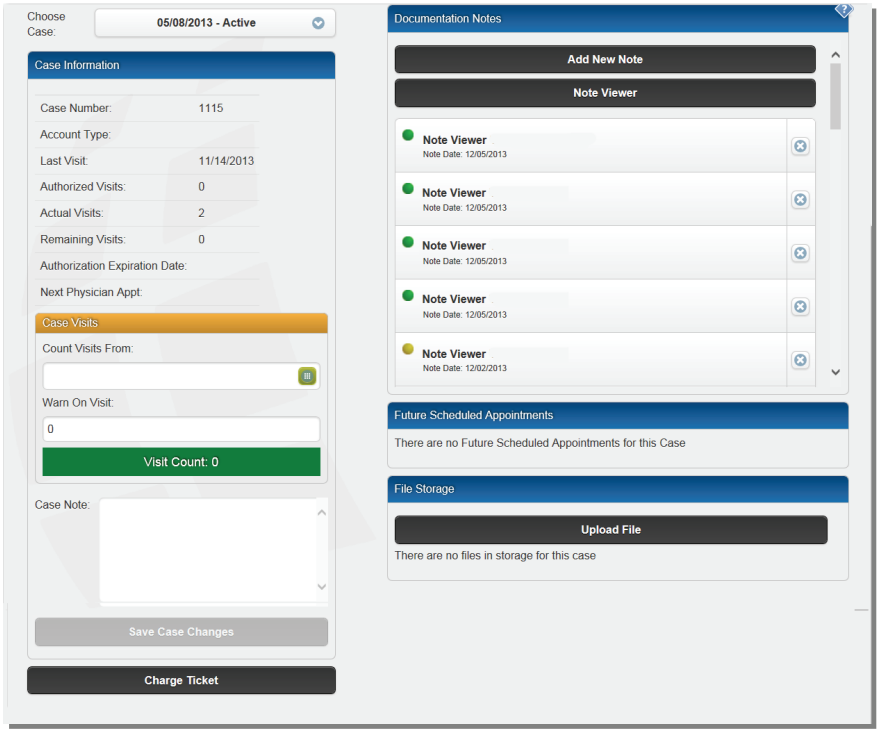
- **Patient**
- **Case**
- **Referral**
- **Bill**
- **Insurance**
- **Emergency Info**



Use the **Patient Dashboard** to view patient notes, case information, scheduled appointments, visit statistics, upload a File for **File Storage** and create a **Charge Ticket.**

Patient Dashboard

Patient Dashboard can be accessed from My Schedule, My Notes, Patient List and Patient Viewer. This area is patient-specific and is not available from the main menu.



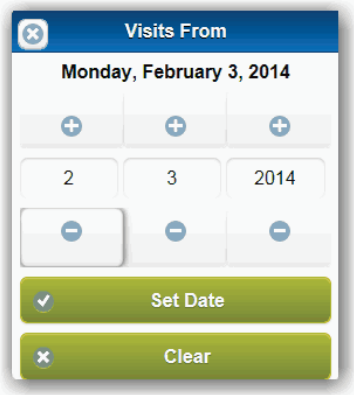
The Patient Dashboard lets you access your note information in one location.

Case Information

View the case information pertaining to the selected case.

Case Visits

Count Visits From – Select the Date Picker button to enter a start date. Use the plus and minus buttons to select the desired date. Select Set Date to save.



Warn on Visit – Enter the number of visits after which you require an alert. For example, this can be used to alert you when a progress note is due.

Case Note

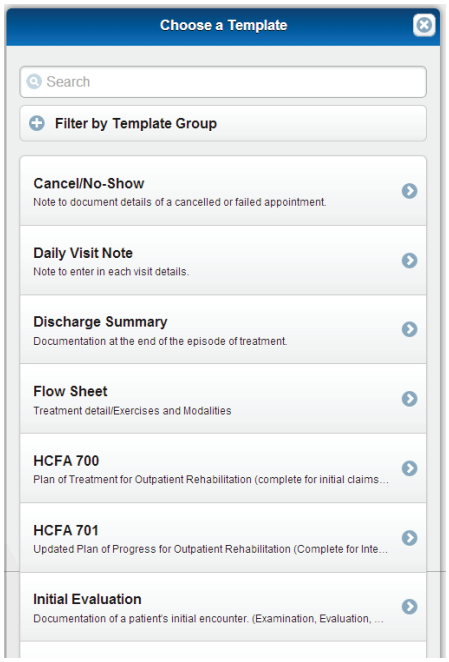
Case Note – Enter a Case Note if desired. Case Notes can be used to communicate information about the case between the therapist and the office staff. This note will not appear in your patient's documentation note.

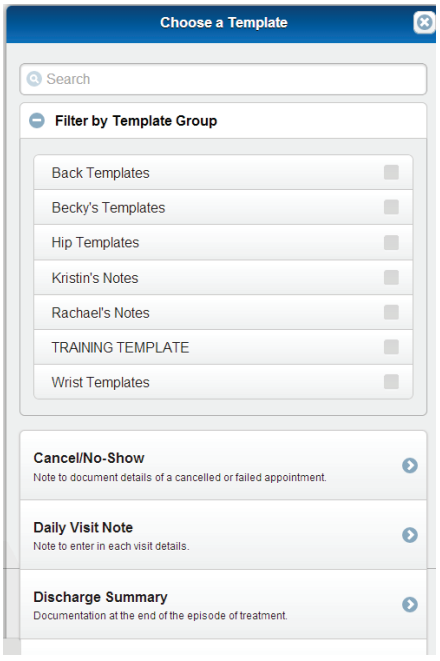
Save Case Changes – Once **Save Case Changes** is selected, PTOS will automatically update the Case information for this Patient in the PTOS Billing Software program.

Documentation Notes

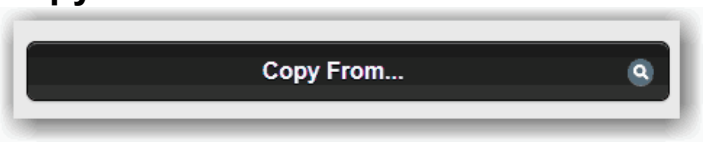
Add New Note

This button allows a therapist to add a new note to the selected patient's case. The entire list of templates displays automatically. Scroll through or use the search to choose the desired note template. This list can be filtered by Template Group.


Choose a Template
Search
Filter by Template Group
Cancel/No-Show
Note to document details of a cancelled or failed appointment.
Daily Visit Note
Note to enter in each visit details.
Discharge Summary
Documentation at the end of the episode of treatment.
Flow Sheet
Treatment detail/Exercises and Modalities
HCFA 700
Plan of Treatment for Outpatient Rehabilitation (complete for initial claims...
HCFA 701
Updated Plan of Progress for Outpatient Rehabilitation (Complete for Inte...
Initial Evaluation
Documentation of a patient's initial encounter. (Examination, Evaluation, ...

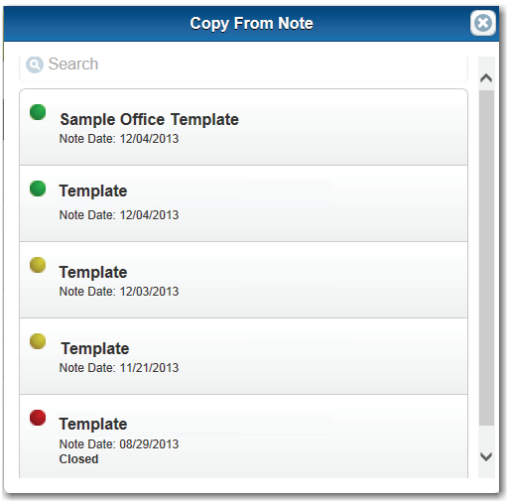


Copy From



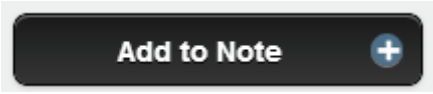
When creating a Note, select the **Copy From** button to copy over and compare data from a previous note. It looks for questions that are repeated in both notes and copies the data from the matched questions. In order for

the feature to work, you must choose the questions you want to track and ensure they are included in multiple notes. Also, only saved questions will copy. (See Documentation Setup)

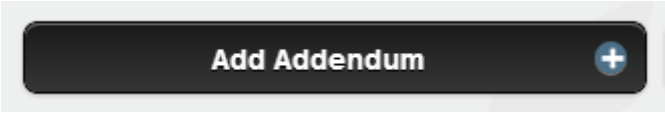


Add To Note

To add content to an existing Note, select the one of the following options.



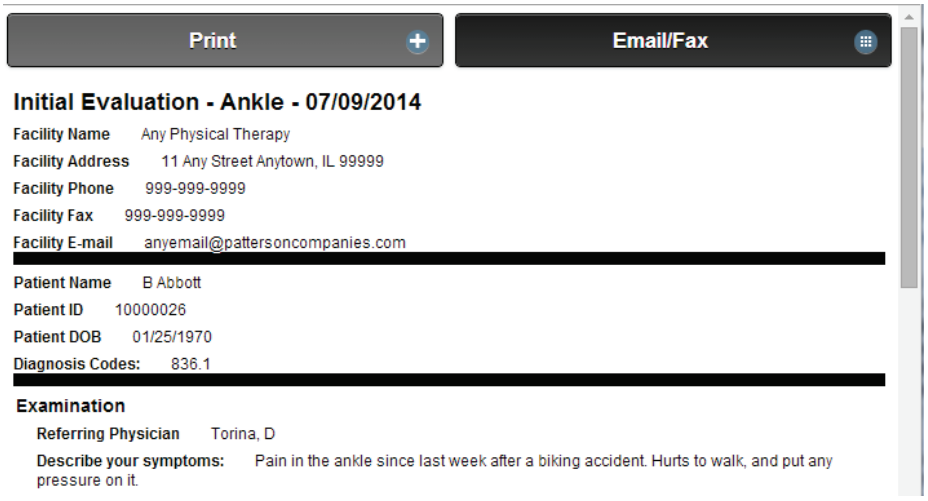
The **Add to Note** button is used to add an additional Section, Question or Item that is not already included in that note's template. These can be added with this button, or to any Section with the + sign.



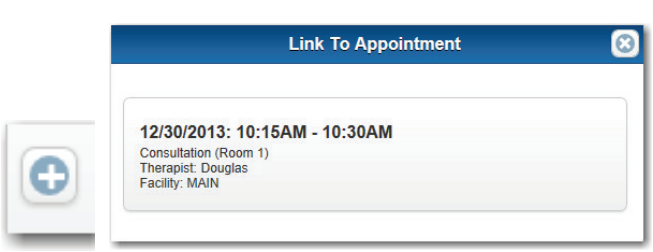
When editing a closed note the **Add to Note** button will no longer be available, but will be replaced with **Add Addendum**. You can add as many addendums as you want.

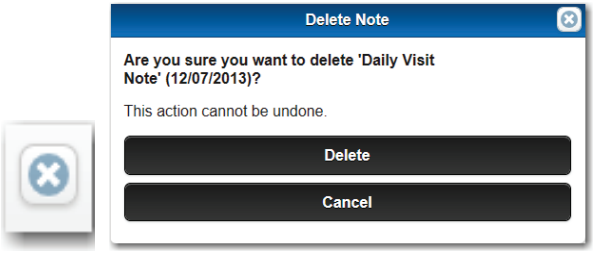
Preview/Send

Use this button to preview the printed version of your note and/or to email or fax the completed note. From the preview screen you have the option to print your note as well.


Print
Email/Fax
Initial Evaluation - Ankle - 07/09/2014
Facility Name Any Physical Therapy
Facility Address 11 Any Street Anytown, IL 99999
Facility Phone 999-999-9999
Facility Fax 999-999-9999
Facility E-mail anyemail@pattersoncompanies.com
Patient Name B Abbott
Patient ID 10000026
Patient DOB 01/25/1970
Diagnosis Codes: 836.1
Examination
Referring Physician Torina, D
Describe your symptoms: Pain in the ankle since last week after a biking accident. Hurts to walk, and put any pressure on it.

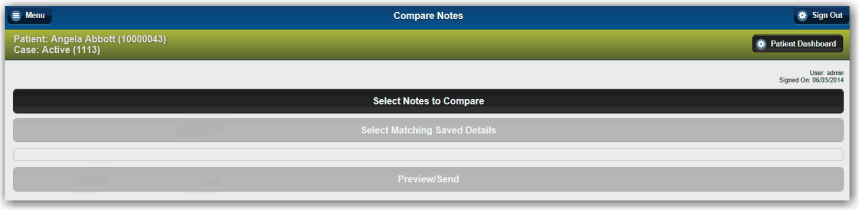
Use these buttons in the **Dashboard** to link notes to appointments or delete notes. *Note: only open notes can be deleted.*



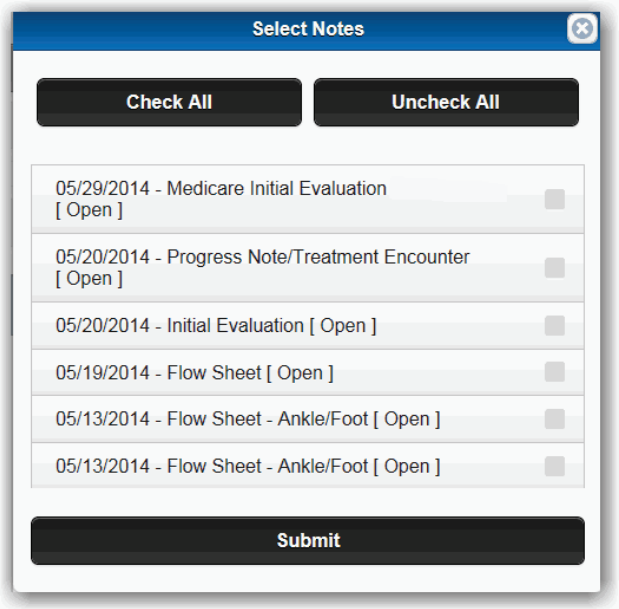


Compare Notes

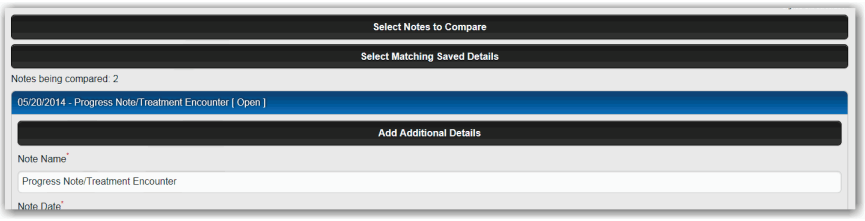
Select the Compare Notes button to open the Compare Notes area.



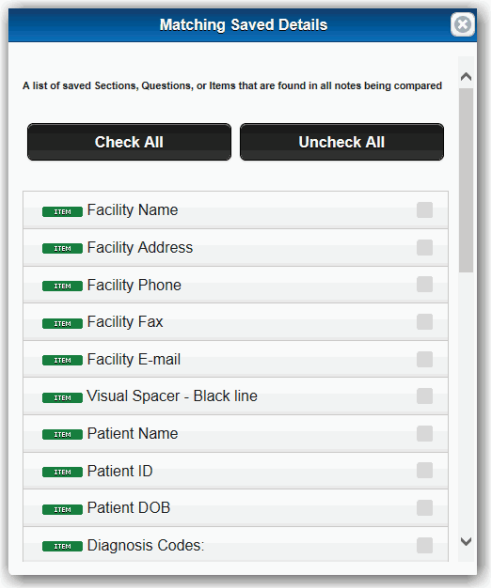
In the Compare Notes area, choose the **Select Notes to Compare** button.


Select Notes
Check All
Uncheck All
05/29/2014 - Medicare Initial Evaluation [Open]
05/20/2014 - Progress Note/Treatment Encounter [Open]
05/20/2014 - Initial Evaluation [Open]
05/19/2014 - Flow Sheet [Open]
05/13/2014 - Flow Sheet - Ankle/Foot [Open]
05/13/2014 - Flow Sheet - Ankle/Foot [Open]
Submit

Select the desired Notes or use the **Check All** button. Select **Submit**.



To display pertinent shared data, use the **Select Matching Saved Details** button. For example, if you want to see Range of Motion data on all selected notes, then select Range of Motion in the list to display that information from all notes.


Matching Saved Details
A list of saved Sections, Questions, or Items that are found in all notes being compared
Check All
Uncheck All
ITEM Facility Name
ITEM Facility Address
ITEM Facility Phone
ITEM Facility Fax
ITEM Facility E-mail
ITEM Visual Spacer - Black line
ITEM Patient Name
ITEM Patient ID
ITEM Patient DOB
ITEM Diagnosis Codes:

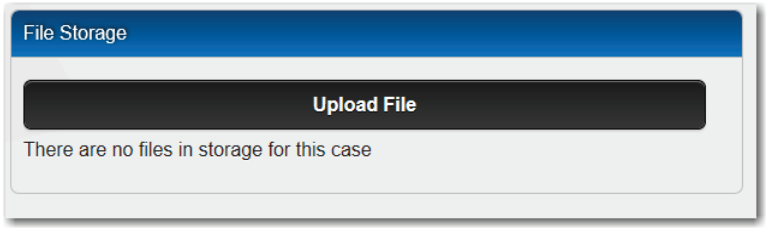
Select each section, question or item that you want to display or use the Check All button to see all the common fields for all notes. Select **Submit** at the bottom of the window. Once you have selected all of the desired options, you will see a preview of the notes on the screen. If you wish to print or electronically send this via email or fax then select the **Preview/Send** button at the bottom of the window.

Future Scheduled Appointments

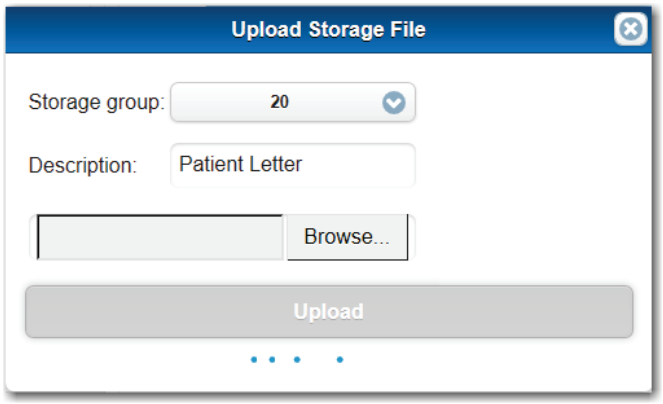
View a listing of all future appointments for the patient's selected case.

File Storage

The File Storage option allows you to view and store files and documents attached to a patient's record. If you have notes that have migrated from a previous version of PTOS, they would be accessed here. You can also use this file storage for photos, insurance cards, referrals and more.

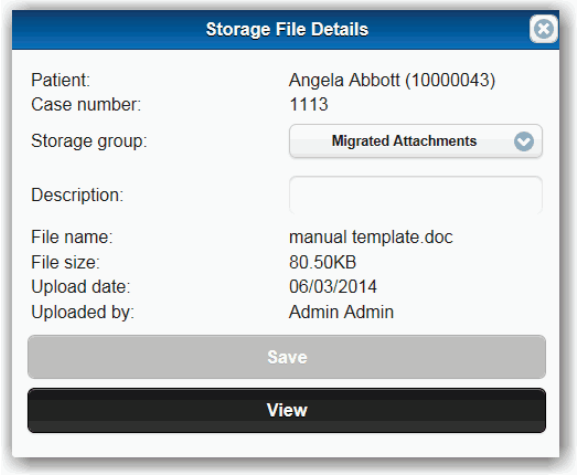


Select the **Upload File** button to attach a file to a File Storage location.



Use the drop-down list to select a **Storage** group. See the **Documentation Setup** section for more information on creating storage groups. Next, enter a **Description** of the attachment. Select **Browse** to locate the desired file. Select the **Upload** button.

Show Storage Detail

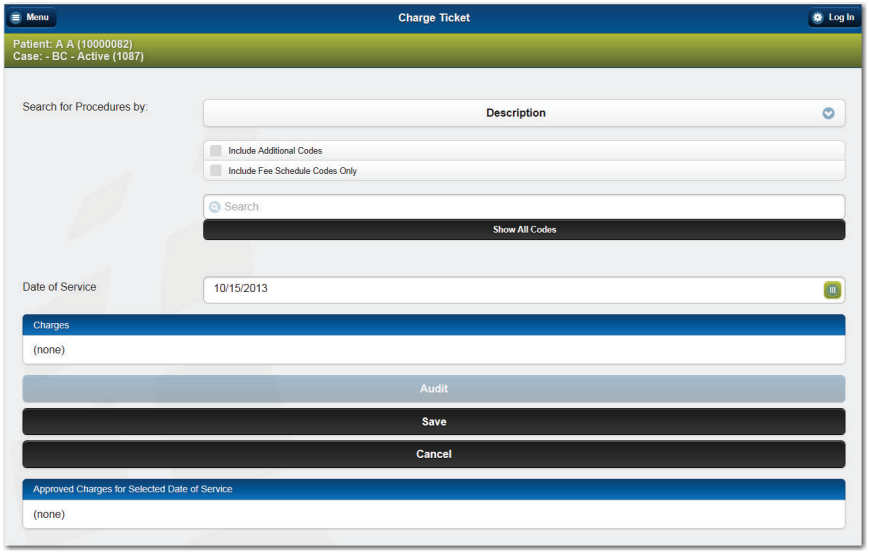


Select the **Show Storage Detail** button to view stored attachments pertaining to the selected case. Select **View** to preview the document selected.

Charge Ticket

The charge ticket can be created when closing a note or it can be created from this section of the Patient Dashboard. You can also view and modify a charge ticket that you have already entered.

Use the Charge Ticket option to enter charges without closing a note or to modify existing charges.



In the Charge Ticket window, use the drop-down menu to search for procedures by **Description** or **Procedure Code**.

To include additional codes, select the checkbox to **Include Additional Codes**. This is used when a CPT code has been marked to **Display on Additional Codes Tab** in the CPT code setup screen in PTOS Billing.

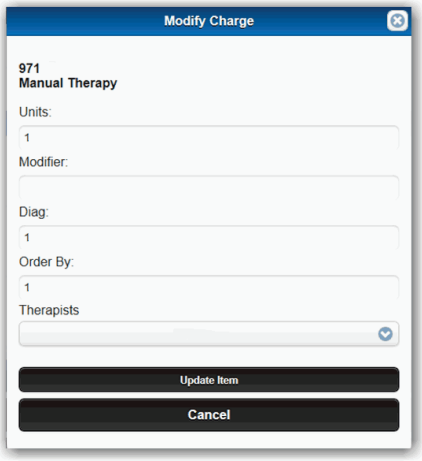
Include Fee Schedule Codes Only: this will show only the codes associated with that patient's fee schedule.

Place your cursor in the Search field to enter a code or select the Show All Codes button. You can select multiple codes at once. Select **Add checked item(s) to Charge Ticket** to add the code to the ticket.

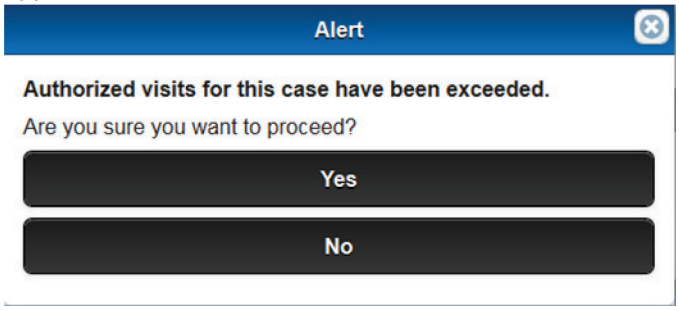
Enter the date of service, use the defaulted date or select the calendar button to choose the date. *NOTE: changing the date of service will reset the Charge Ticket. Any unsaved charges that have already been added to the Charge Ticket will be lost.*

To delete a charge, select the **X** on the far right of the charge. Select **Save**.

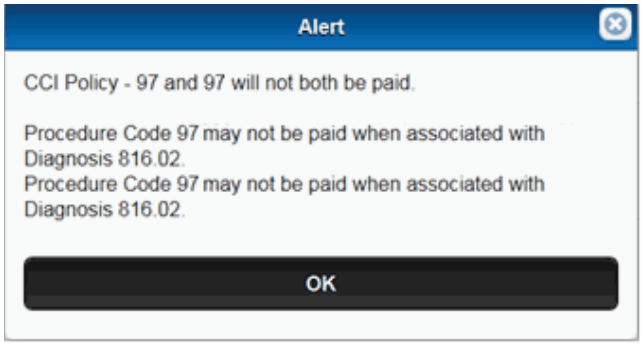
To modify a charge, just click on the charge itself and the **Modify Charge** window pops up. The following is an example.



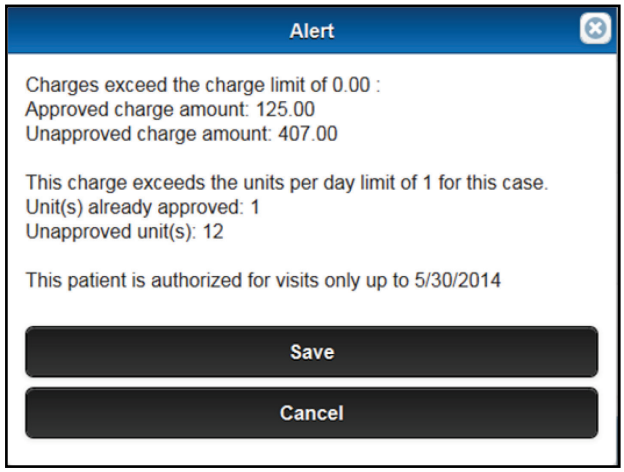
The **Audit** button performs the same function as in Billing/Scheduling. Select the button to perform the audit. If the CCI audit passes, a message “All CCI Audits passed” displays.
If the authorized visits have been exceeded, the following message will appear.



Select **Yes** to proceed. Select **No** to cancel.
Select the Audit button (LCD and CCI audit)


Alert
CCI Policy - 97 and 97 will not both be paid.
Procedure Code 97 may not be paid when associated with Diagnosis 816.02.
Procedure Code 97 may not be paid when associated with Diagnosis 816.02.
OK

Select **OK**.


Alert
Charges exceed the charge limit of 0.00 :
Approved charge amount: 125.00
Unapproved charge amount: 407.00
This charge exceeds the units per day limit of 1 for this case.
Unit(s) already approved: 1
Unapproved unit(s): 12
This patient is authorized for visits only up to 5/30/2014
Save
Cancel

Select **Save** to continue. Select **Cancel** to close without saving.

Approved Charges show at the bottom of the Charge Ticket and will display any approved charges already in your database for the selected Date of Service.

Select **Save** to save the charge ticket and send the charges to Daily Transactions in Billing to be approved. Select **Cancel** to exit the charge ticket without saving.

Notes

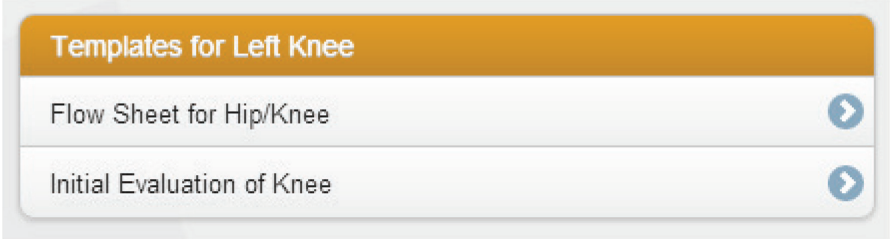
Notes for the selected case are shown on the right side of the Dashboard. They appear in order of date from newest to oldest.

- Closed notes cannot be deleted. Addendums must be added instead.
- Open notes CAN be deleted
- Appointments can only be linked to closed notes
- Linked Appointments can also be removed and a different appointment added to the note at a later time
- Hover over the button icons to display a tooltip with additional information.
- The color system shows **Green** for today's notes, **Yellow** for open notes older than the current date and for closed notes.

Templates for Injury Area

Injury Areas can be assigned to certain templates for easy selection. The Injury Area for each case is selected in the **Patient Editor** screen and this determines which templates will be shown in this 'quick note' box.

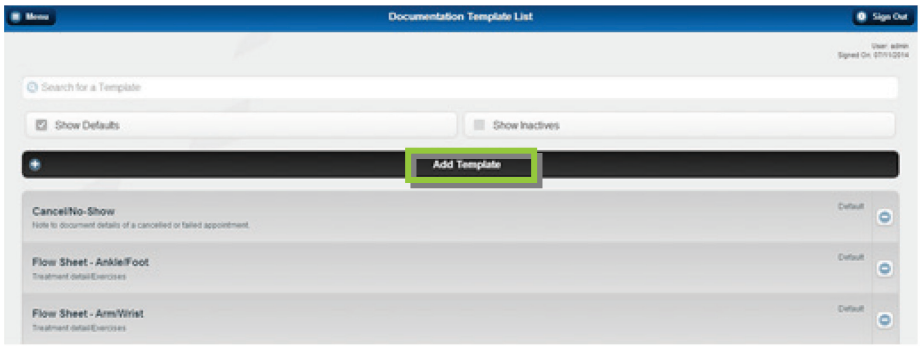
To learn more on how to link injury areas to templates, please refer to our section on **Template Creation**.



Documentation Setup

In the **Documentation Setup**, create and edit **Templates**, **Template Sections**, **Template Questions** and **Template Items**.

Templates



In **Documentation Template List**, use the search field to locate an existing template or select the **Add Template** button to create a new template.

Show Defaults – Show the defaults that are built into the system. If you wish to remove them from your list, simply inactivate them with the **minus** button to the right of the template name.

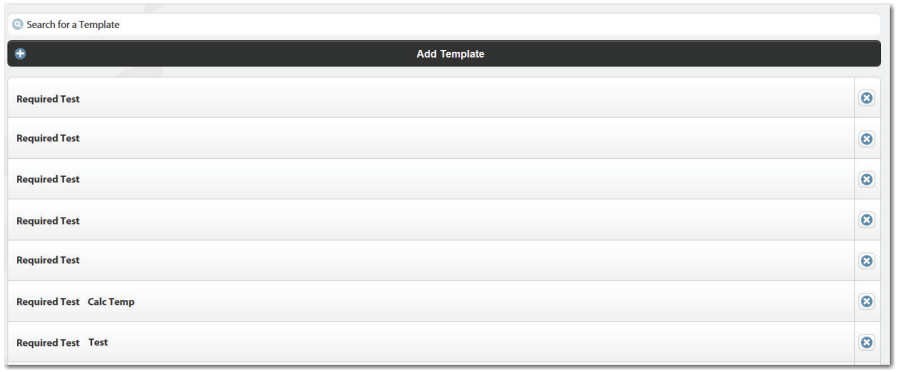
Show Inactives – Removed default templates become inactive and will show in this list. Note: only default templates will be treated as inactive. Custom templates your office creates and chooses to delete will be totally deleted from the system and will not display in this list.

Using an Existing Template

When you begin using PTOS documentation, you will find we have included over 60 Default Templates for your use. These templates can be used 'as is' or you can modify them to suit your individual needs.

To modify an existing template you will use the same tools described under creating a new template to modify or delete sections or questions that already exist. You can also add as many new sections or questions as you need.

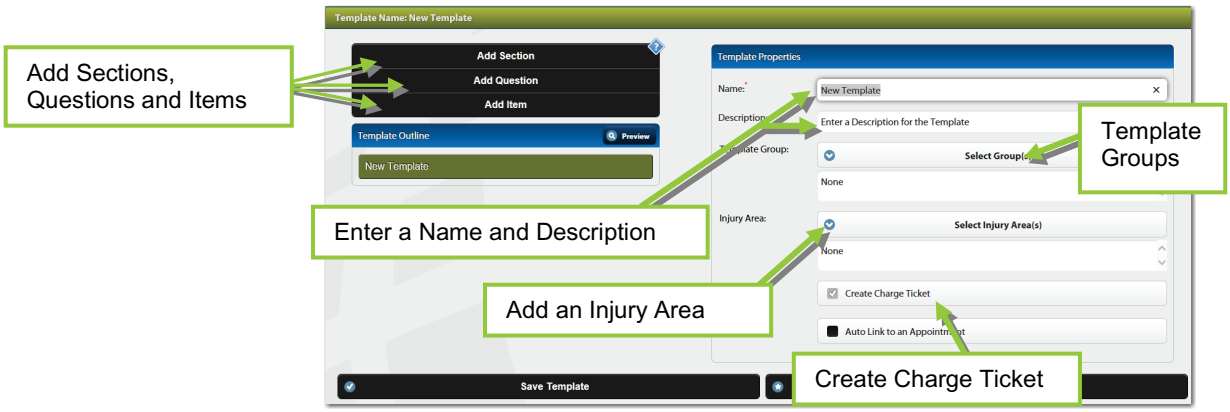
To use an existing template, select the template in Templates list.



See the section on ***Creating a New Template*** for an in-depth explanation on making modifications. Once the modification or deletion is completed, it will only impact Notes that are created after the modification is completed.

To delete a Template, select the X button located to the far right of the template name. To modify a template, select the template name and it will display the template.

Creating a New Template



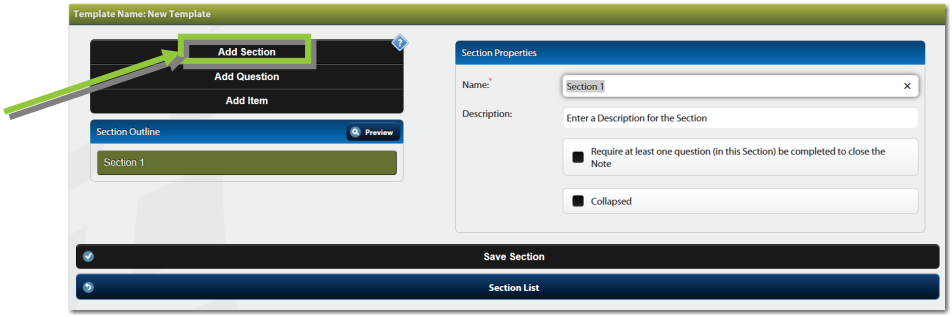
In the **New Documentation Template**, enter the desired information or use the buttons to add information.

To begin, in the Template Properties:

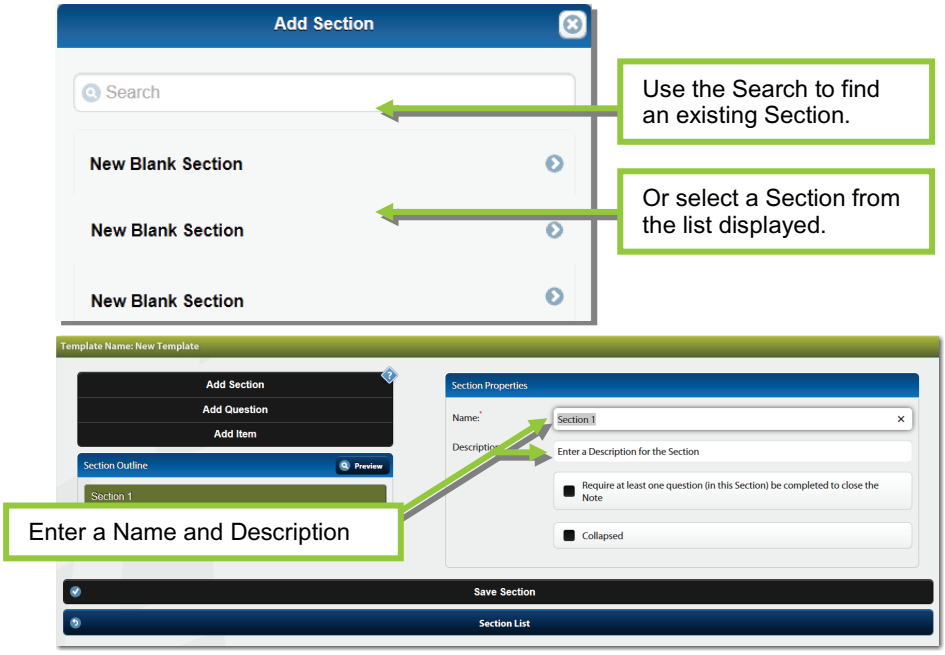
1. Enter a Template Name
2. Add a Description
3. Add any desired options including Sections, Questions and Items.

The following is a break-down of each area of the Template and how to use them.

Adding a Section to a Template



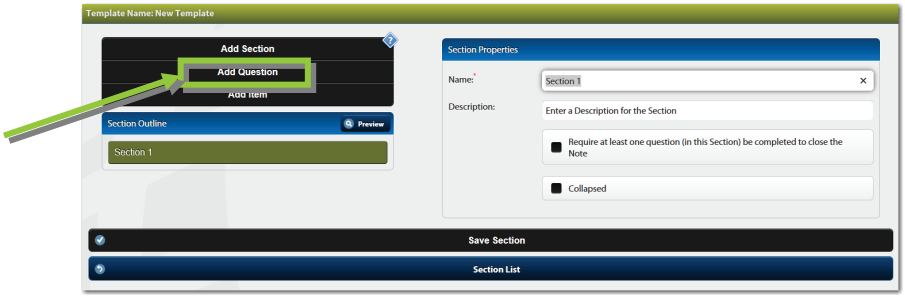
Select the **Add Section** button to add a section to the new template. From the **Add Section** window, you can Search from a list of existing sections or create your own new section.



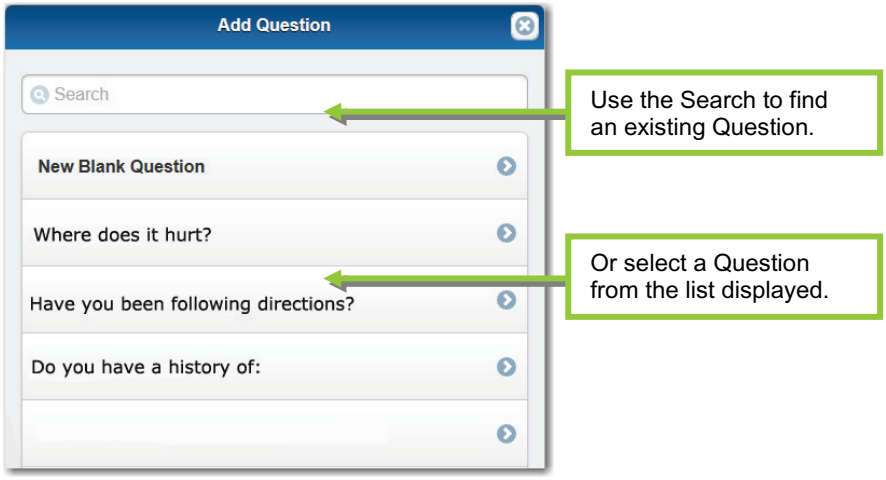
In the **Section Properties**, enter a **Name** and **Description**. A Section is primarily used to group similar questions and items together such as Medical History or Special Tests.

Use the **Require at least one question in this section to be completed to close Note** checkbox to require therapists to enter an answer for at least one question within that section.

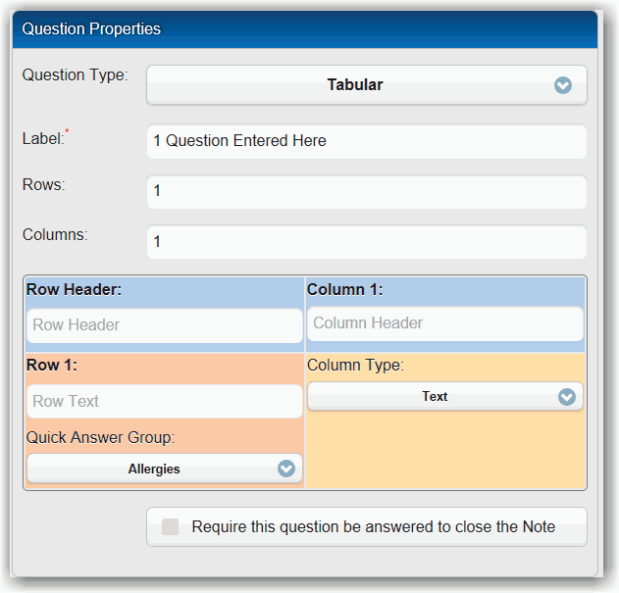
Adding a Question to a Template



Select the **Add Question** button to add a question to your new template. Use the Search to locate an existing saved question or select the **New Blank Question** to create a new question you can save.


Add Question
Search
New Blank Question
Where does it hurt?
Have you been following directions?
Do you have a history of:
Use the Search to find an existing Question.
Or select a Question from the list displayed.

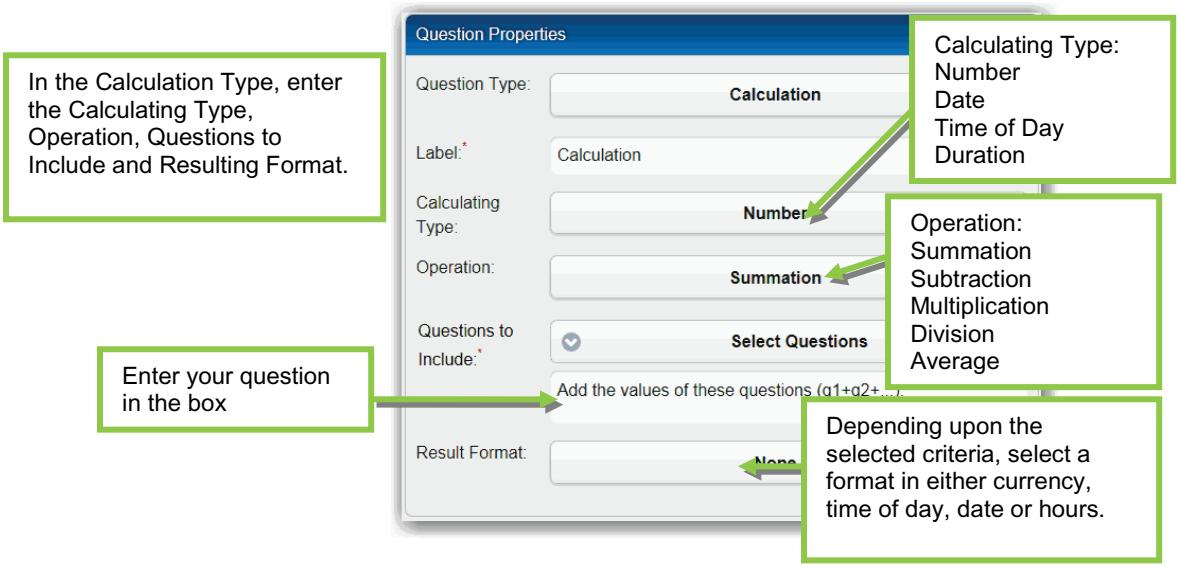
Creating a New Blank Question



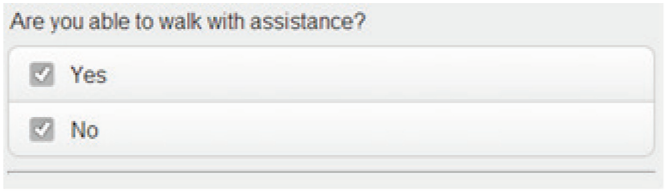
In the **Questions Properties**, enter the:

Question Type – Select from the following Question Types:

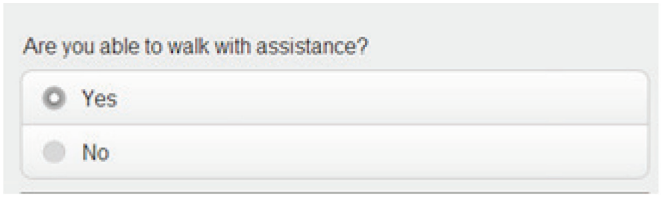
- Standard (Text) - a small text box area. This can be formatted as a Phone, Zip Code or Social Security Number.
- Large (Text Area) - a large free form text box
- Number
- Date
- Time of Day
- Duration (hh:mm:ss)
- Calculation



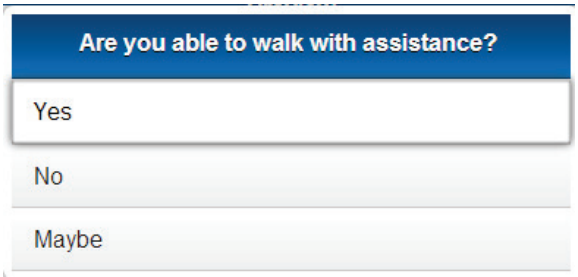
- Checkbox (multiple answers are allowed)



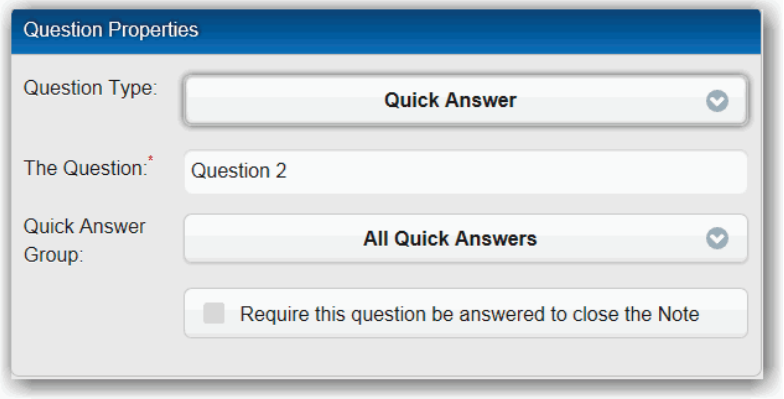
- Radio (only one answer is allowed)



- Dropdown List

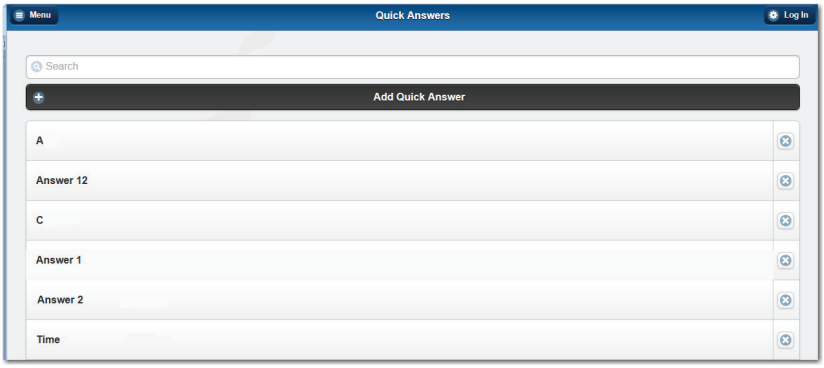


- Quick Answer – Multiple words, sentences and paragraphs may be used and attached to a Quick Answer group. Once you attach that group to your question, you then have the choice to select one or multiple answers. These answers can be modified when completing your note. See below for more information about Quick Answers.



Quick Answers

Quick Answers let you create a database of common responses to save you time when filling out Notes.

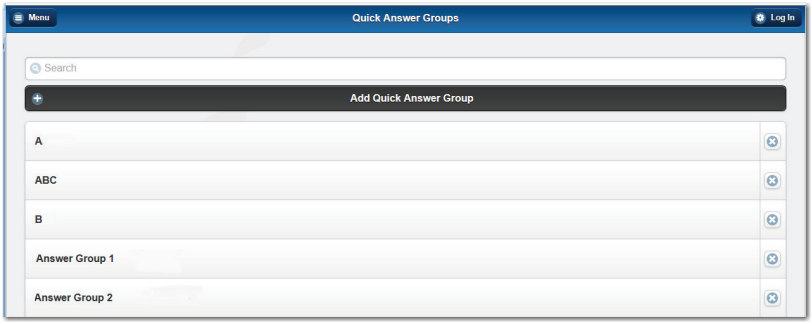


Under **Quick Answers**, you can modify or delete an existing Quick Answer. You can also select the **Add Quick Answer** button to add a new quick answer to the list.

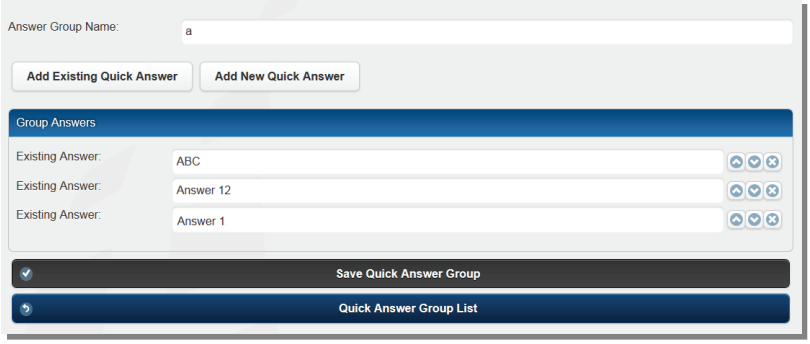
Only a limited number of Quick Answers display by default. At the bottom of the screen, select **Show More Results** to see more saved Quick Answers.

Quick Answer Groups

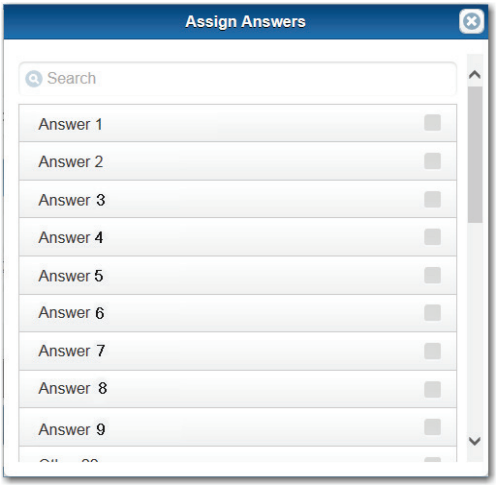
Grouping Quick Answers together makes it easier for you to find the exact answer that you need when creating a patient note. For example, group your quick answers by injury area, topic or note type.



Under **Quick Answer Groups**, you can modify or delete an existing Quick Answer Group or select **Add Quick Answer Group** button to create a new quick answer group for your list. If you select **Add Quick Answer Group**, the below window will appear.

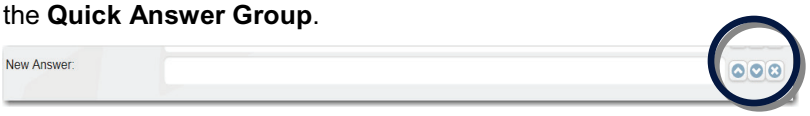


Select **Add Existing Quick Answer** to open a menu of existing answers or select **Add New Quick Answer** to create a new quick answer that will be saved to this group.

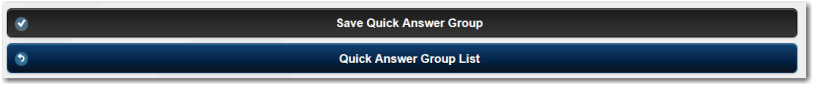


Select the desired answer(s) and then select the **Submit** button at the bottom of the menu.

Select the **Add New Quick Answer** button to add a new Answer to the **Quick Answer Group**.



Use the Up arrow, Down arrow and Delete ‘x’ to reorder or remove the answer.



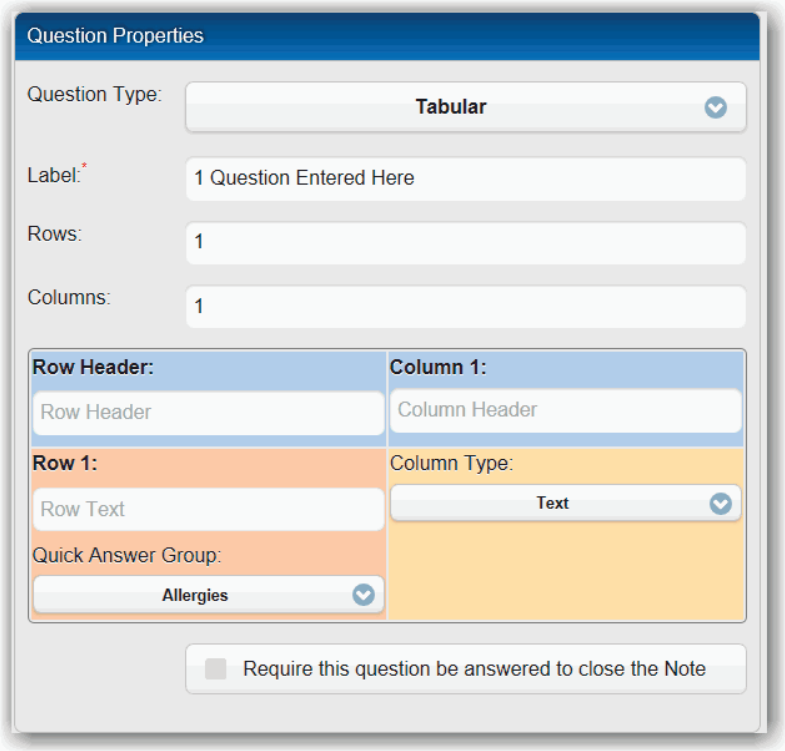
Select **Save Quick Answer Group** to save the selected answer group.

Select **Quick Answer Group List** to return to the main **Quick Answer** menu.

You must save your new Quick Answer Group before selecting the Quick Answer Group List or your new group will not be saved.

- Tabular – Use the Tabular Question options for flow sheets, range of motion, special tests and any other data that you would like to keep in a table format. All of the Row Text and Column Headers can be competed in the template or can be left blank and filled out while in the note.

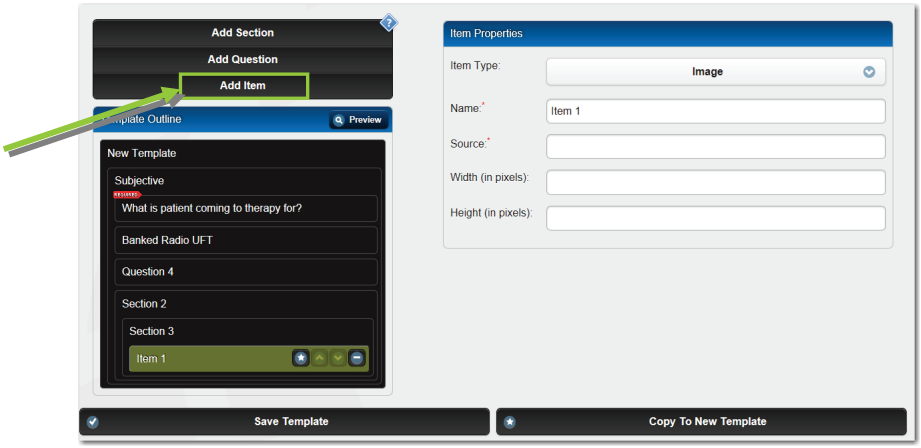
In the Tabular question type, enter the label information and select the number of rows and columns.



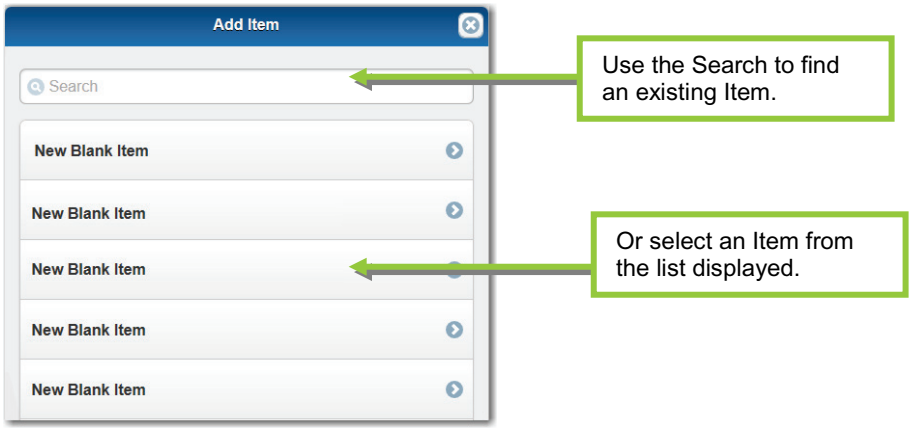
- **Row Header:** Used as a title or description for your table
- **Row Text and Column Header**: Used as title headers for each row and column. These can be left blank here and filled out in the note.
- **Quick Answer Group in Row Text**: This is optional and can be selected if you want to pick a quick answer while in your note for the row text. For example, on a flow sheet you would choose an exercise group.
- **Column Type**: this is the format of the information you are entering into each cell in that column.
    - Text
    - Number
    - Date
    - Time of Day
    - Duration
    - Single Checkbox
    - Quick Answer

Select **Save Template** to save changes to the **Template**.

Adding an Item to a Template



Select the **Add Item** button to add an item to your new template. An item is an object or design element that you can add to your template. Use the Search to locate an existing item or select the New Blank Item option to create a new item that can be saved.



In the **Item Properties**, select the **Item Type** from the following options:

Internet Image – An image linked from a website. Enter Name, Source, Width and Height.

System Files Image – An image that has been uploaded to your System File Storage. Enter the Name. Browse to the file and enter the Width and Height. For example: you can upload your practice logo here.

Link – A web link. Enter the Name and Link URL.

Signature – The Therapist Signature. This is necessary for adding the signature item to a note. If not added, then it cannot be signed and closed before proceeding.

Spacer – A colored or transparent area to separate items. Enter a Name, Background Color, Width and Height.

Live Data – Data pulled from your database. Enter a Name and select the Data Table and Field. *See the following list.*

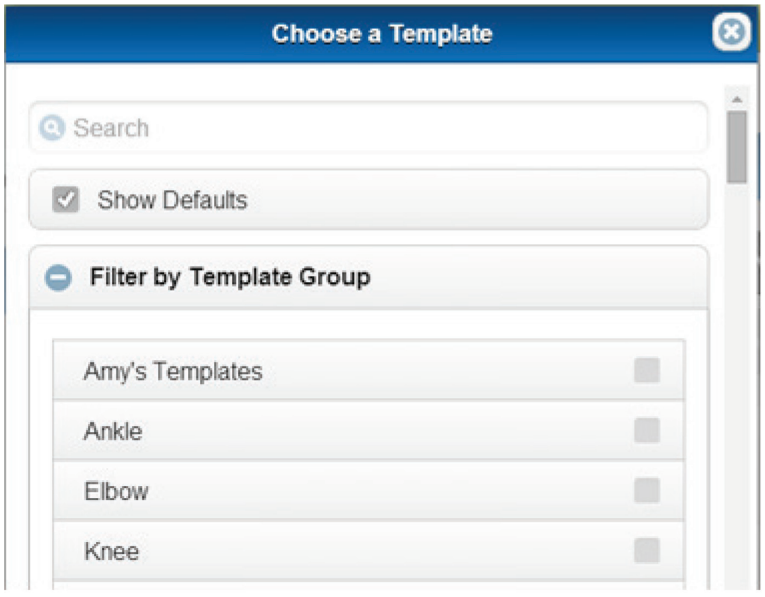
Case – Description
Case – Injury Area
Case – Injury Date
Case – Therapist
Case – Diagnostic Codes
Case – Account Type
Case – Case Number
ProcedureCode – CPT Codes
Facility – Facility ID
Facility – Name
Facility – Address
Facility – Phone Number
Facility – Fax Number
Facility – E-mail Address
Facility – Web Address
Patient – Full Name
Patient – Patient ID
Patient – Address
Patient – Phone Number (Home)
Patient – Phone Number (Work)
Patient – Phone Number (Cell)
Patient – E-mail Address
Patient – Gender
Patient – Date of Birth
Patient – Age
Referral – Referring Physician
Referral – Primary Care Physician

Text Only – An area to enter static text. Enter a Name and the Text.

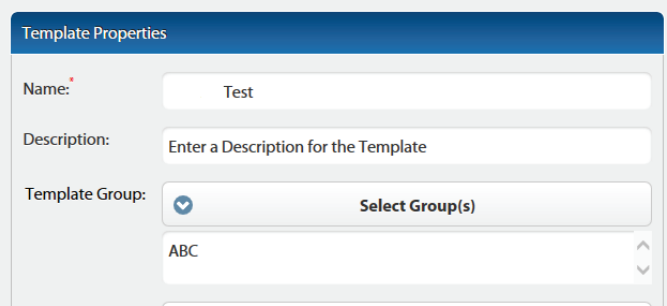
Select **Save Template** to save changes to the **Template**.

Template Groups

Use a Template Group to make it easier to locate an existing template when creating Notes for a patient. Group templates together by therapist, by injury area or any desired criteria.



In the **Template Groups**, enter a Template in the **Search** field or select a Template from the menu. Select **Add Template Group** to create a new group.

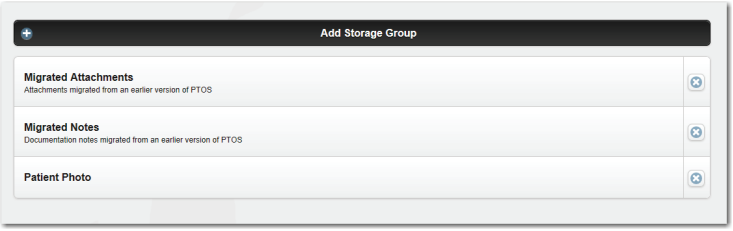


Adding an Injury Area to a Template

Select an injury area to be added to the template to customize a template for use with a specific area of the body or injury.

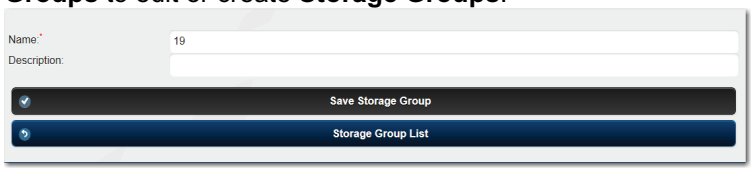
The injury area is generated from your list in PTOS Billing. This enables the display of recommended note templates in the Patient Dashboard screen based upon the injury area associated with the case.

Storage Groups


Add Storage Group
Migrated Attachments
Attachments migrated from an earlier version of PTOS
Migrated Notes
Documentation notes migrated from an earlier version of PTOS
Patient Photo

Storage Groups let you categorize and group together stored files. The categories will apply to attachments that are stored within the patient record, such as patient photos and copies of insurance cards. Select **Storage**

Groups to edit or create **Storage Groups**.



Enter the **Name** and **Description** of the Storage Group. **Select Save Storage Group** to save. Select **Storage Group List** to return to the main Storage Group list.

If you select the Storage Group List prior to selecting the Save Storage Group button, the new Storage Group will not be saved.

To delete a Storage Group, select the **X** next to the Storage Group listing.

You will be able to view and access stored files in the patient dashboard.

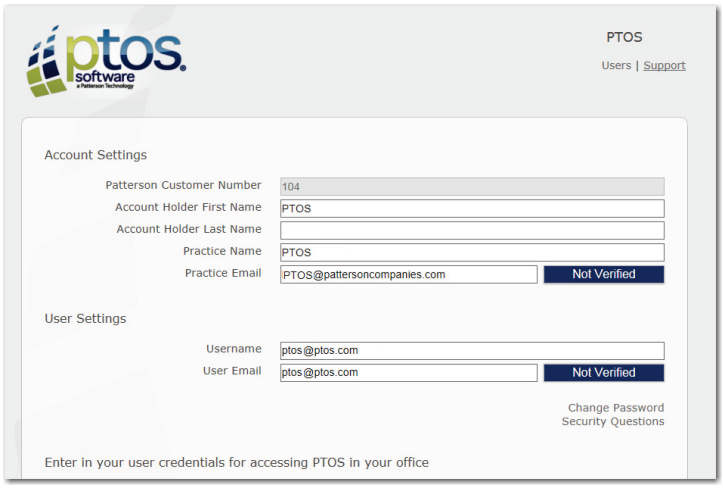
Settings

Select the Settings button from the main window or from the Menu button to make changes to your account information.

Acceptable passwords must contain:

- At least 8 characters
- One capital letter
- One special character
- One number

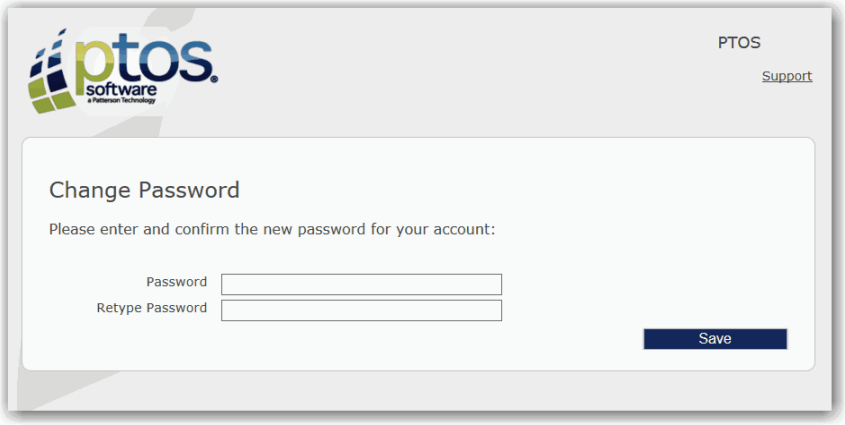
An example of a correct password might be Pas5word*



Under Account Settings, view your Patterson Customer Number, First and Last Name, Practice Name and Practice Email. Under User Settings, view or edit your Username and User Email. These fields can all be edited except for Patterson Customer Number.

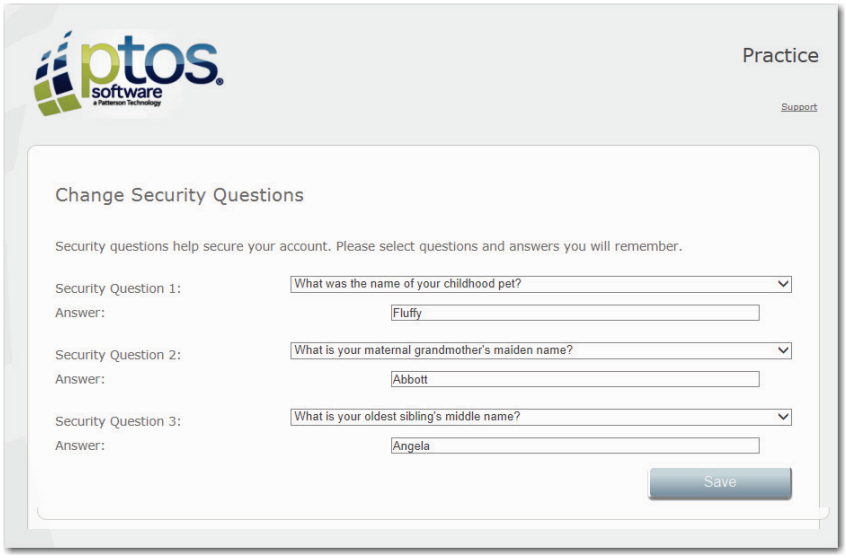
Select the **Change Password** link to input a new PTOS Documentation password. The Change Password window will need to be updated every time you change a password to access the PTOS billing program. Failure to update both passwords will disable your ability to access PTOS

Documentation.



To change your password, enter your desired password and then re-enter that same password as verification. Select **Save**.

Select the **Security Questions** link to view or revise your Security Question information. These questions will help keep your PTOS Documentation account secure.



To set your security questions, use the drop-down menu to select a **Question** from the available options. Then enter the answer in the **Answer** field. Repeat this process until all three question-and-answer pairs have been set. Select the **Save** button to save your changes.